

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



Administrative Issuance: CFSA-12-3

TO: All CFSA Staff

FROM: Raymond C. Davidson  
Chief Administrative Officer

DATE: February 10, 2012

RE: Contingency Hiring Guidelines

---

The Child and Family Services Agency (CFSA) requires prospective CFSA and private agency employees to satisfy certain background and security clearance checks prior to confirming their employment status. These requirements are in addition to training and licensing requirements. In the event that a prospective employee fulfills all other requirements as stated in the job description, but there are unforeseen delays in satisfying the background checks and security clearance requirements, this administrative issuance sets forth the following guidelines for a contingency hiring process.

If you have any questions concerning this issuance, please contact the Human Resources Administration.

### **General Procedures**

1. Identify, interview, and select qualified and appropriately credentialed and licensed professional(s) to fill the vacant position.
2. Develop (or revise as needed) an offer letter designating licensing, clearance, and training requirements that are relevant to the covered position<sup>1</sup> to be filled and must be met for continued employment.
3. Issue the offer letter with the stated contingencies, as appropriate, with a proposed start date close to the next scheduled CFSA pre-service training.
4. New contingent hires must immediately apply for relevant clearances upon acceptance of the contingent hire offer and begin pre-service training as scheduled.
5. New contingent hires in covered positions may only have **supervised<sup>2</sup> contact with the District's child welfare client population prior to receiving the clearance results.**

---

<sup>1</sup> A covered position is any position, whether compensated or voluntary, in a child or youth services provider agency that includes duties and responsibilities that would require the employee or volunteer occupying the position to provide direct services that affect the health, safety, and welfare of children or youth, or affect services for the benefit of children or youth, per E-DPM Instruction No. 4-16.

<sup>2</sup> "Supervised" means any person who is under the direct supervision **at all times** of an employee who has a current, satisfactory criminal background check, per DC Official Code § 4-1501.02(8).

6. When new hires are not engaged in pre-service training, they shall be involved in other approved activities to include relevant agency or administration orientation; completion of required substance abuse and other tests; fingerprinting; securing of necessary identification badges; document reviews (e.g., practice guides, policies and procedures); standard meetings; and other relevant non-client activities. **Each agency is responsible for scheduling these activities to meet the standard for no unsupervised client contact.**
7. New contingent hires shall timely secure necessary clearances and complete training requirements to maintain employment with CFSA.
8. Employees in covered positions must maintain any required professional certifications and or licenses required for their position.
9. Employees in covered positions shall be subject to biannual clearances conducted by CFSA Human Resources Administration.